

# PRE-KINDERGARTEN (3 YO) REGISTRATION FORM 2019

## Registration information

One form to be completed for each child

**Register online** A new online portal is available for families registering with the Darebin Kindergarten Registration System.



**To register your child online visit**

**[www.darebin.vic.gov.au/kindergarten](http://www.darebin.vic.gov.au/kindergarten).**

A paper registration form is not required if using online portal.

**Darebin City Council administers the Kindergarten Registration System on behalf of 21 community participating kindergartens located in Darebin. A list of participating services forms part of this registration form.**

**This form is to be completed by families wanting their child to attend Pre-Kindergarten in 2019.**

**To be eligible to attend Pre-Kindergarten in 2019 a child must be three years of age on or before 30th April 2019. A child cannot attend Pre-Kindergarten until they are three years of age. Proof of date of birth must be provided.**

### Privacy

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from Council's customer service centre/s.

The personal information that you have provided on this form will be used to plan for and provide you with services that you require. Relevant Council Officers and/or authorised Officers from State and/or Commonwealth Departments may view the information as required.

Darebin City Council administers the registration system on behalf of participating centres and does not manage these centres. For this reason your personal information will be shared with the participating child care centres and kindergartens when required, for the allocation of placements.

### Confirmation of registration

Registrations received will be provided with confirmation and registration number within three weeks of receipt of registration. It is the responsibility of the parent/guardian to contact the registration team if they have not received their confirmation.

## Allocation timelines

July 2018 - Kindergartens notify Darebin City Council of the number of available places for the coming year.

First round allocations will begin in late August for first preference only. Families are required to accept or decline the offer within a specified time frame. Families unsuccessful in obtaining a place in this round will be notified in writing. Second round allocations will begin approximately four weeks after first round. Families are required to accept or decline the offer within a specified time frame.

Darebin City Council collects information for the purpose of registering your child for the Kindergarten Registration System. The information will be used for administration purposes and to inform the Kindergarten of your contact details. No information will be disclosed to any other party except as required by law.

### Please return completed registration form to:

Kindergarten Registration Team  
P.O. Box 91, Preston VIC 3072.

*If returning by post, please ensure you receive confirmation of registration within three weeks. The Darebin City Council will not be liable for registration forms lost in the mail.*

### Or in person, to any customer service centre below:

**Preston Customer Service Centre**  
274 Gower Street, Preston  
8.30am - 5.00pm Monday to Friday

**Northcote Customer Service Centre**  
32-38 Separation Street, Northcote  
8.30am - 5.00pm Monday to Friday

**Reservoir Community and Learning Centre**  
23 Edwardes Street, Reservoir  
10.00am - 5.00pm Monday to Friday

***This registration should be read in conjunction with the Darebin Kindergarten brochure available on the Darebin City Council website.***

*For further information or to register using the online portal go to:  
[www.darebin.vic.gov.au/kindergarten](http://www.darebin.vic.gov.au/kindergarten).*

## CONTACT US

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888  
F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)

## Share your feedback about your experience with our service.

We welcome your feedback whether it's a compliment, suggestion or a complaint. Contact us via one of the methods shown here or visit one of our Customer Service Centres.

You can also complete an online form which will be forwarded to an appropriate Council officer for action:  
[www.darebin.vic.gov.au/global/contactus](http://www.darebin.vic.gov.au/global/contactus)

# Pre-Kindergarten (3 YO) 2019 Registration form



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The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

Will your child be aged three years by 30/04/2019?\*

Yes

No

*\*To be eligible to attend a participating kindergarten program, a child must be three years old on or before 30 April in the year that they are to attend the program. Do not complete this form if your child will not be three by this date.*

## Please note:

A child cannot attend Pre-Kindergarten until they are three years of age.

Registrations lodged after the 30 April will be considered late and therefore processed after all forms received between 1 February and 30 April 2018.

Completion of this registration form does not guarantee placement.

## 1. CHILD'S DETAILS

Given Names (as stated on Birth Certificate):

Family Name/Surname:

Date of Birth (dd/mm/yy):

Country of birth:

Gender: Male  Female  Other

Is your child from a culturally and linguistically diverse background? Yes  No

Is your child of Aboriginal or Torres Strait Islander origin? Yes  No

Does the child have refugee or asylum seeker status? Yes  No

Is the child eligible for Early Start Kindergarten? (Must be Aboriginal and/or Torres Strait Islander or known to Child Protection) Yes  No

Is your child currently in an Out of Home Care arrangement including kinship care? Or are they known to child protection? Yes  No

*Out of home care is the term used to describe the placement of children away from their parents, due to concern that they are at risk of significant harm  
If Yes, please provide details.*

## Additional Needs

Does your child have a diagnosed disability? Are you on the waiting list or accessing any specialist services? Yes  No

*If Yes, please attach supporting evidence.*

Is the child in a family which includes a person with a diagnosed disability? If Yes, please provide supporting documentation. Yes  No

**Registration form (continued)**



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**2. PARENT/LEGAL GUARDIAN DETAILS**

**Parent/Legal Guardian 1**

Title: Mr  Mrs  Ms  Miss  Dr  Other

Given Name:

Family Name/Surname:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Telephone Work:

Home:

Mobile:

Language/s spoken at home:

Interpreter required: Yes  No

Postal address (if different to above):

Email address:

**Parent/Legal Guardian 2**

Title: Mr  Mrs  Ms  Miss  Dr  Other

Given Name:

Family Name/Surname:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Telephone Work:

Home:

Mobile:

Language/s spoken at home:

Interpreter required: Yes  No

Postal address (if different to above):

Email address:

### 3. PRIORITY OF ACCESS

Are you a Darebin resident? Yes  No

Is your child using unregistered care in the City of Darebin? Yes  No

*Unregistered child care is child care provided by grandparents or other relatives, friends or nannies who are not registered with the Department of Human Services as registered care providers.*

*You will need to attach a statutory declaration outlining details of care.*

Does your child have a sibling that participated in your preferred (no. 1 preference) kindergarten in 2017 or 2018? Yes  No

Name of child:

Is your child a twin, triplet or a quadruplet? Yes  No

Is your first preference the closest kindergarten to your home? Yes  No

*Please note: Allocations are not prioritised based on actual distance, equal points are allocated to all registrations nominating the closest kindergarten to home.*

*If you are unsure of your closest kindergarten, please refer to the Education Victoria website: [www.education.vic.gov.au/findaservice](http://www.education.vic.gov.au/findaservice)*

## Registration form (continued)

Please provide up to 4 preferences where you are prepared to accept a place for your child if offered. Number service preferences 1 to 4 only, 1 being most preferred service.

All preferences will be considered during the allocation process. Please contact services directly for further information regarding session times, days and/or to organise a time to visit.

*Please be aware that services and programs listed may alter due to demand, funding and changes to government guidelines.*

### 4. KINDERGARTEN PREFERENCES

| Service Name  | Address   | Telephone | Preference               |
|---|---|-----------|--------------------------|
| Alfred Nuttall Memorial Kindergarten  | 34 Separation Street Fairfield 3078                 | 9489 0262 | <input type="checkbox"/> |
| Annie Dennis Children's Centre<br>— Sessional Kindergarten Program                    | 2 Oldis Avenue Northcote 3070                       | 9486 7638 | <input type="checkbox"/> |
| Batman Park Kindergarten  | 79 Elm Street Northcote 3070                        | 9481 0237 | <input type="checkbox"/> |
| Blake Street Kindergarten   | 109 Blake Street Reservoir 3073                     | 9478 8037 | <input type="checkbox"/> |
| Clyde Street Kindergarten Inc   | 70 Clyde Street Thornbury 3071                      | 9484 4140 | <input type="checkbox"/> |
| Darebin Childcare and Kindergarten: Preston<br>— Sessional Pre Kindergarten Program   | 260 Gower Street Preston 3072                       | 9471 3780 | <input type="checkbox"/> |
| Darebin Childcare and Kindergarten: Reservoir<br>— Sessional Pre Kindergarten Program | 6-8 Kenilworth Street Reservoir 3073                | 9469 2226 | <input type="checkbox"/> |
| Gellibrand Crescent Kindergarten  | 26 Gellibrand Crescent Reservoir 3073               | 9460 5862 | <input type="checkbox"/> |
| Gower Street Kindergarten   | 146 Gower Street Preston 3072                       | 9478 5374 | <input type="checkbox"/> |
| Jika Jika Community Centre  | Corner Plant and Union Streets<br>Northcote 3070    | 9482 5100 | <input type="checkbox"/> |
| J.S. Grey Kindergarten  | 524 Gilbert Road Preston West 3072                  | 9470 5836 | <input type="checkbox"/> |
| Keon Park Kindergarten Inc.   | 75 Arundel Avenue Keon Park 3073                    | 9460 1271 | <input type="checkbox"/> |
| Keon Park Children's Hub Kindergarten   | 1-7 Dole Avenue Keon Park 3073                      | 9460 6557 | <input type="checkbox"/> |
| Kookaburra Kindergarten   | 34 George Street Reservoir 3073                     | 9460 5708 | <input type="checkbox"/> |
| Maryborough Avenue Kindergarten   | 14 Maryborough Avenue<br>Kingsbury 3083             | 9460 5882 | <input type="checkbox"/> |
| Merrilands Children's Centre and Kindergarten   | 23-25 Ryan Street Reservoir 3073                    | 9460 4674 | <input type="checkbox"/> |
| the Bridge - Preston  | 218 High Street Preston 3072                        | 9484 5806 | <input type="checkbox"/> |
| Regent Baptist Kindergarten   | 734 High Street Reservoir 3073                      | 9478 7786 | <input type="checkbox"/> |
| St Andrews Kindergarten   | Corner Gillies and Duncan Streets<br>Fairfield 3078 | 9481 1819 | <input type="checkbox"/> |
| Thornbury Kindergarten  | 8C Newcastle Street Thornbury 3071                  | 9484 1095 | <input type="checkbox"/> |
| Westgarth Kindergarten  | 557 Clarke Street Northcote 3070                    | 9486 4147 | <input type="checkbox"/> |

## Registration form (continued)

### OFFICE USE ONLY

Customer Service Officer: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Complete:  Yes  No

Return Date (if incomplete): \_\_\_\_\_



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## 5. CHECKLIST

### 1. Supporting Documentation - Photocopied & attached to this form

- Proof of child's age such as a copy of the child's Extract of Birth Certificate or passport
- Reports from family support services or intervention services confirming circumstances and/or disability e.g. Disability Support Services, Child Protection Services

### 2. Completion

- I declare that the information provided in this registration is true and correct to the best of my knowledge. I understand that this form is a legal document and penalties exist for providing false or misleading information.

Signature of parent/guardian: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 3. Payment

- I have enclosed a non-refundable registration fee of \$25 per child (*calendar year 2018*)  
*Registration fees apply per year*

Please select a payment option

- Cheque (made payable to the City of Darebin)
- Money order
- Cash
- Online payment (receipt must be attached)  
<https://eservices.darebin.vic.gov.au/epathway/production/web/default.aspx>

No registration fee is required if you meet one of the following criteria.

**A photocopy of the card/visa must be attached.** Please select which is applicable:

- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Refugee visa (*subclass 200*)
- In-country Special Humanitarian visa (*subclass 201*)
- Global Special Humanitarian visa (*subclass 202*)
- Temporary Humanitarian Concern visa (*subclass 786*)
- Department of Veteran Affairs Gold Card or White Card
- Protection visa (*subclass 866*)
- Emergency Rescue visa (*subclass 203*)
- Woman at risk visa (*subclass 204*)
- Bridging visas A-E
- Child identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- Child identified on their birth certificate as being a multiple birth child (triplets or more).

## CONTACT US

274 Gower Street, Preston  
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[darebin.vic.gov.au](http://darebin.vic.gov.au)



**National Relay Service**  
If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. [relayservice.gov.au](http://relayservice.gov.au)



**Speak Your Language**  
T 8470 8470

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